



TOWN OF TEWKSBURY

GREEN COMMITTEE

999 Whipple Road
Tewksbury, MA 01876

Meeting Minutes January 9, 2014

The meeting was called to order by Steve Fugarazzo, Clerk, at the Tewksbury Senior Center. Present were Tom Cooke, Loretta Ryan, Robert Fowler, and Todd Johnson. Also present was Steve Sadwick, Director of Community Development, and Kyle Boyd, Conservation Agent. James Duffy and Krissy Polimeno were not in attendance.

Also present was School Committee member Lisa Puccia, filling in for Mrs. Polimeno

1) Approval of Meeting Minutes - November 5, 2013

MOTION: Mr. Fowler made the motion to approve the November 5, 2013 meeting minutes; seconded by Mr. Johnson and the motion carried 3-2. Mr. Cooke and Ms. Ryan did not take part in this vote.

2) Update on Status of Grant

Mr. Boyd explained that when the Committee last met things with Source Once were being finalized and they were beginning the process of shifting over to begin working with Guardian. There is approximately \$42,000.00 in grant funds that needs to be spent as soon as possible. As a result, the contract with the State for the Green Communities grants has been extended to June, 2014 to ensure there is sufficient time to complete all of the projects. Mr. Boyd explained that the contract with Guardian is being finalized for the completion of lighting replacement at the Wynn and Ryan school's as well as some small work at the DPW. The goal is to have the contract in place tomorrow and Guardian feels they can have the work done by mid to end of February and, at the same time, apply for the next grant round. Mr. Boyd explained that Mr. Montuori has suggested taking ownership of the municipal street lights and converting them to LED as a possible project for the next grant round. This would eventually be part of a larger project to own all of the street lights in town. Guardian has confirmed that a project such as this would generate a high energy and cost savings. Discussion took place on the maintenance of the lights; who would maintain them and how. Mr. Sadwick explained that he is not sure about the maintenance portion, but there are a number of municipalities who have recently taken over their own street lighting. Mr. Fugarazzo asked if it is the pole and light and Mr. Sadwick explained that it would just be the lights. Mr. Cooke noted that there would also need to be an agreement in place with the utility companies for the pole ownership as New England Telephone owns most of the poles in town. Mr. Fowler asked how much the

project would cost and Mr. Boyd explained that the amount is still being finalized, but Guardian plans to apply for the maximum of \$250,000, but with incentives the goal is to cover \$350,000.00.

Mr. Johnson asked if there are any implications for applying for the subsequent grant as the result of extending the current grant. Mr. Sadwick explained that the first grant must be completed and accepted by the State before the second grant can be applied for. The deadline to submit for the new grant is March 15, 2014. All of the work under the current grant would need to be completed and accepted prior to March 15, 2014. Mr. Johnson suggested discussions occur with the school administration regarding the priority of the two lighting projects if it has not already. Mr. Johnson asked how much of the \$42,000.0 is for the two school projects and how much is for the DPW. Mr. Boyd noted that the estimated cost for the two school lighting projects is approximately \$35,000. Mr. Sadwick will reach out to the School Superintendent, Dr. John O'Connor. Ms. Puccia will report back to the School Committee on this matter.

Mr. Cooke asked if the cost for Guardian's services have been determined. Mr. Sadwick explained that it will be similar to Source One where it was a design build contract. Mr. Cooke noted that he would like to ensure that the contract will have the breakdown of Guardian's costs and to ensure that none of the details are missed. Mr. Boyd suggested Town Counsel, Attorney Charles Zaroulis, also review the agreement.

Discussion took place on whether the previous contract with Source One was closed out amicably by both parties. Mr. Sadwick explained that there was no requirement for release statements as the contract had a release date of December 31, 2013. Source One was notified in writing in advance that the town would not be renewing the contract and have been paid for the services they provided.

MOTION: Mr. Johnson made the motion to support the above proposed plan of action with the focus on the Wynn and Ryan School Gymnasium lighting projects; the remaining funds are to be expended at the DPW as recommended; subject to review and approval by Town Counsel, the School Department and the Town Manager; seconded by Mr. Cooke and the motion carried 5-0.

3) Annual Report Update

Mr. Boyd explained that the Annual Report has been submitted and he has not yet heard back from the State. Notification was received that the report has been received and is in the process of being reviewed.

Mr. Sadwick explained that when the Annual Report was submitted last year, there were some questions on the vehicle policy and whether the vehicles are exempt or not. The minor details were clarified and the previous Annual Report was completed and accepted. Mr. Sadwick noted that he does not expect to hear back from the State for another month or two as it is his understanding that they are very busy with grants.

Mr. Cooke discussed the vehicle policy that was adopted by the School Committee and the Board of Selectmen and noted that authorization to purchase two new vehicles for the school department was recently received; annual town meeting and the fall special town meeting. Mr. Cooke noted that the two vehicles that were purchased are not exempt and are approximately \$35,000 vehicles. Mr. Cooke explained that the Finance Committee was given a statement that the vehicles would be green energy type vehicles. Mr. Cooke suggested including these two vehicles in the report as it would help if a purchase order is cancelled. Mr. Sadwick explained that the report has already been submitted, but he will mention this when he hears back from the State.

4) 2014 Goal Setting

Mr. Sadwick explained that he and Mr. Boyd have been working to determine certain goals for the Committee and in which direction it should go. Mr. Duffy was unable to attend tonight's meeting, but has provided some of his suggested goals for the Committee:

Goal 1 – Establish a standard meeting time. Mr. Duffy feels this has been accomplished by choosing the second Thursday of the month at 5:00 p.m. This has been helpful for planning purposes. The next meeting will be held February 13, 2013 at 5:00 p.m. Mr. Johnson asked if there is a possibility of setting up a reoccurring invite for 6-8 months. Mr. Sadwick will look into this.

Goal 2 - Focus on the vehicle policy. Mr. Duffy would like to see the policy reviewed and tightened up.

Goal 3 - Work with and support the Town Manager on renewable energy; specifically at the land fill. Mr. Sadwick explained that there is currently no zoning by law to allow for solar farms. It is possible that an article will be submitted at the annual town meeting for this purpose. Mr. Sadwick noted that the town's regional agency has provided them with a copy of a warrant article from a surrounding community who recently did this. Mr. Sadwick will be discussing this matter with the Planning Board.

The Committee worked to establish the following goals:

Goal 4 – Community outreach. Possibly via The Patch, public access channel, town website, etc., to inform homeowners of ways to conserve energy. Mr. Fugarazzo discussed Next Step Living and Mr. Sadwick noted this will likely be a future agenda item.

Goal 5 - Mr. Sadwick noted that he has also received a recommendation to install solar panels to run the 24 hour pumps at the police station. Discussion took place on whether the solar panels would generate enough power to run the pumps.

Goal 6 - Determine better ways to work with the Recycling Committee.

Goal 7 - Evaluate how the committee is organized to determine if there is a need for adjustments: size, representation, etc. Mr. Johnson noted that a majority of the Committee is made up of representatives from other town committees.

Mr. Cooke noted that there are a number of opportunities for energy conservation, but the town does not have the resources to complete them. Mr. Johnson noted that there is a grant program for a project manager to carry out tasks such as these. Mr. Sadwick noted that he will be discussing this under New Business.

Old Business

There was no old business.

New Business

Energy Manager's Grant

Mr. Sadwick explained that the grant came out November, 2013 and he and Mr. Montuori are having a difficult time seeing it being a full, or part, time position. Mr. Sadwick explained that he serves on the Regional Energy Advisory Committee with NMCOG and there were discussions on having a regional energy manager. A meeting is scheduled to take place on Monday with Lowell, Westford, and Chelmsford. The application is due February 14, 2014. Discussion took place on the benefits of regionalizing. Mr. Johnson noted that discussions have also occurred on a regional dispatch and regional wash bay for municipal highway vehicles.

The next meeting will be held on Thursday, February 13, 2014.

Adjournment

MOTION: Mr. Johnson made the motion to adjourn; seconded by Ms. Ryan and the motion carried 5 0.

Approved: 4/10/14

No documents submitted for 1/9/14 Agenda